MARAC

Spring 1986 Meeting
May 15-17
Ramada Inn,
Princeton, New Jersey

COLLEGE OF NEW JERSEY, AT PRINCETON, N. J.

Cosponsored by the New Jersey Department of State, Jane Burgio, Secretary of State

Division of Archives and Records Management
Division of the New Jersey Historical Commission

MARAC TOURS

Thursday, May 15

University Library Tours. Four of Princeton University Library's divisions. Each tour will be given three times, at 1:15, 2:15 and 3:15 pm; 30–45 minutes per tour. No charge.

1. *"University Archives and Statecraft Papers Tour"*—At Seeley G. Mudd Library, corner of William and Olden Sts. Guides: Earle Coleman and Nancy Bressler, Seeley G. Mudd Library.
2. *"Manuscript Division Tour"*—At Firestone Library. Guide: Jean Preston, Curator of Manuscripts.
3. *"Rare Books and Manuscripts Conservation Tour"*—At Firestone Library. Guide: Karl Buchberg, Rare Books and Manuscripts Conservator.
4. *"LITMSS: On-Line Manuscripts Database Tour"*—At Firestone Library. Guide: John Delaney, Manuscripts Cataloger.

Princeton University Campus Tour. One hour walking tour of campus landmarks. Departs from Maclean House, opposite Palmer Square. Guide: Orange Key Guide Service. Given at 1:30 and 3:30 pm. No charge.

Walking Tour of Historic Princeton. Departs from Historical Society of Princeton, Bainbridge House, 158 Nassau St. Guide: Jeffrey Macechak, Princeton History Project. Given from 2:00 to 4:00 pm. No charge.

Saturday, May 17

Walking Tour of Historic Princeton. Repeat of May 15 tour. Given from 2:30 to 4:30 pm. No charge.

DIVERSITY AND UNITY: THE ARCHIVAL PROFESSION

Attention to the fundamental nature of the archival profession is intensifying, as signaled by such phenomena as the renewed debate on certification and the growth of opportunities in archival education. Archivists come from a wide range of educational and experiential backgrounds, and yet we proclaim ourselves one profession. Is this our strength or our weakness? Would certification, greater conformity of educational programs and other movements toward codification of professional standards broaden us and enhance public perception of archives and archivists, or would it narrow the present wealth of diversity that is our hallmark? These matters of professionalization, certification and education are a few of the questions, so basic to our professional identity, that will be debated at this MARAC conference.

In the MARAC tradition, this meeting promises something for everyone. In addition to the philosophical and theoretical discussions that give this meeting its theme, a number of practical sessions will also be presented. Beginning archivists and old hands alike may take this opportunity to learn more about oral history, new developments in automation, exhibit techniques, the buying and selling of manuscripts, outreach, grant administration and how to prepare better finding aids.

The Princeton Ramada Inn is the conference's headquarters and the venue for all sessions and workshops from Thursday through Saturday, May 15–17. The Ramada is ten minutes by auto north of Princeton on U.S. Route 1.

The historic seat of America's third oldest university, and today a center for research institutions, Princeton displays a rich architectural heritage representing almost

Thursday, May 15

every era from colonial times to the present. The town offers visitors a variety of shops, restaurants and historical and cultural institutions, most within easy walking distance of each other. Lovely parks and hiking paths can be found in the town and in the countryside surrounding nearby Carnegie Lake and the Delaware and Raritan Canal.

In close proximity lies Trenton, New Jersey's capital, which has its own important historical heritage, numerous fine restaurants, and the state government's cultural institutions, including the State Museum, Archives, Library, and Historical Commission.

PROGRAM

Thursday, May 15

12:00 noon–5:00 pm **Registration.** Hotel Lobby.
10:00 am–1:00 pm **Workshop.**

Microcomputer Use of Machine-Readable Data Files—Strategies for Downloading. Morven Room.

Technological advancements are rapidly increasing the capabilities of microcomputers to store and process research data that was formerly available only via large mainframe computers. Downloading mainframe records will enable researchers to use large data files in fieldwork, small repositories or anywhere a personal computer can be installed. Based on work already being done in the United States, Canada and Europe, the speakers will demonstrate downloading strategies on classroom equipment, and will discuss current developments, planning and budgetary issues, and various applications of downloading. A reading list will be provided at the workshop.

Preregistration required. Enrollment limited to 20. Fee: $10

Donald Harrison and Jon Heddesheimer
Machine-Readable Branch, National Archives and Records Administration

10:00 am–5:00 pm **Workshops.**

Oral History. Palmer Square Room.

This workshop will address both the fundamental theoretical issues and the practical concerns of managing an oral history program. Topics will include the concept of oral history; considerations in interviewing; processing of oral testimony, including tape handling, transcribing, editing, indexing, and legal issues; and equipment and technology. A packet of readings will be available for participants in advance of the workshop.

Preregistration required. Enrollment limited to 25. Fee: $25

Andor Skotnes
Assistant Director, Oral History Research Office, Columbia University

Exhibits on a Shoestring. Brunswick Room.

The focus of this day-long introductory workshop is exhibit planning and programming for the small to mid-sized repository. Participants will learn how to formulate a theme, prepare a budget and do simple fabrication. Among the other techniques discussed will be text and label writing, installation, basic conservation, and the production of brochures and catalogs. Developing an education program around an exhibit, management of traveling exhibits and the pros and cons of outside design and fabrication firms will also be considered.

Preregistration required. Enrollment limited to 25. Fee: $25

Shawn Aubitz (Coordinator)
Curator of Exhibits, National Archives and Records Administration, Philadelphia

Friday, May 16

Dr. James Turk
Director of Education, Balch Institute for Ethnic Studies

Felice Jo Lamden
Associate Director, Lynch Museum Services

Karen Baen
Exhibition Technological and Design Consultant

Dr. Katherine Crum
Director, Baruch College Gallery

1:15–4:00 pm **Tours.**
See schedule on page 2.

3:00–5:30 pm **MARAC Steering Committee.** Lewellyn Room.

9:00–11:00 pm **Hospitality Suite.** Room to be announced.

Friday, May 16

7:45 am–4:30 pm **Registration.** Hotel Lobby.

8:00 am–5:00 pm **Exhibits.** Morven Room.

8:45–9:15 am **New Member Orientation.** Lewellyn Room.

9:15–10:15 am **Plenary Address. "The Archival Future: A Multidisciplinary Speculation."** Ballroom.

William L. Joyce
Associate University Librarian for Rare Books and Special Collections, Princeton University

10:30 am–12:00 noon **Concurrent Sessions.**

1.
Professionalization as Process: The Archival Debate in a Broader Perspective. Palmer Square Room.

This panel features two scholars who have studied and written on the issue of pro-

fessionalization from museum and historical perspectives. As archivists continue to debate the question of professionalization with respect to their own concerns, this panel will attempt to place archivists' experiences within the context of developments in other disciplines.

Jacqueline Goggin (Chair)
The Papers of J. Franklin Jameson
The Library of Congress

Wilcomb E. Washburn
Director, Office of American Studies
Smithsonian Institution

Paul H. Mattingly
Department of History
New York University

2.
Shaping the Archival Profession. Brunswick Room.

Together with Session 18, this discussion takes on the fundamental issues in archival training: First, what knowledge is of most worth? What should archivists know, who should teach it, and what is the best balance between theory and practice? Second, how is entry into the profession controlled, and by whom? What are the current practices and future directions of certification and accreditation? The participants in this session represent four of the major types of institutions currently involved in archival education.

Ruth Simmons (Chair/Commentator)
Rutgers University

Linda Henry
Modern Archives Institute, National Archives and Records Administration

Michael Lutzker
New York University

Andrew Raymond
Society of American Archivists

3.
Current Directions in Historical Editing. Lewellyn Room.

The number of historical editing projects has recently increased dramatically. Participants will discuss their experiences, the procedure for historical editing projects, and notable developments they have encountered in their respective projects.

Reese V. Jenkins (Chair/Commentator)
Director and Editor of the Thomas A. Edison Papers, Rutgers University

"Wilson and His Editors: The First Twenty-Five Years"
David W. Hirst
Senior Associate Editor, The Papers of Woodrow Wilson, and Senior Research Historian, Department of History, Princeton University

"The Search for William Livingston: The First Decade"
Carl E. Prince
Editor, The Papers of William Livingston, and Professor of History, New York University

4.
Performing Arts Archives: The State of the Arts. Drumthwacket Room.

The unique challenges of documenting music, theater and dance will be examined in this session. The speakers will explore the diversity of acquisitions policies, collections management and reference services at several performing arts repositories.

Leslie Hansen Kopp (Chair)
The Conservation Consortium

Jaime Ramos
Radio City Music Hall

Matthew D. Griendling
The Philadelphia Orchestra

5.
The Archival Organizations. Nassau Room.

Because they are independent bodies, the local, regional and national archival associations in the United States are different from many other professional groups. The participants in this round table discussion represent the current leadership of SAA, a major regional and a major local archival association. Among the questions they will discuss are: What are our organizational missions, and what do we think each other's missions are? Can the regional and local organizations play a part in addressing such important issues as certification? What is the best mechanism for interorganizational communication?

Susan Chapdelaine (Chair)
Office of Court Administration, State of New York

Barbara Niss
The LaGuardia Archives

Shonnie Finnegan
State University of New York at Buffalo

12:00 noon–1:30 pm **Luncheon Address. "The Editor as Archivist: Jefferson's Papers as a Case Study."** Ballroom.

Charles T. Cullen
Editor, The Papers of Thomas Jefferson, and Senior Research Historian, Department of History, Princeton University

1:30–3:00 pm **Concurrent Sessions.**

6.
Nursing Archives: Preserving the Profession's History. Palmer Square Room.

After an overview of nursing archives, this session will present the approaches of four different types of archives that handle nursing records: a diploma school, a private foundation, a medical college and a major university. Panelists will discuss the unique

problems of organizing collections in their archives.

Elsalyn Palmisano Drucker (Chair)
Ann May School of Nursing Library

David M. Ment
Teachers College, Columbia University

Emily Jane Nager
Rockefeller Archives Center

Sandra L. Chaff
Archives and Special Collection on Women in Medicine, The Medical College of Pennsylvania

7.
Grants Administration: Now the Hard Work Really Begins. Brunswick Room.

When archivists discuss grants it is often in the context of how one successfully applies and the effect a grant may have on an archival program's finances or stature. The actual administration of the grant activities and funds may be, in fact, of even greater importance. The participants will look at budgeting, staff selection and supervision, scheduling and post-grant programs which will continue or enhance activities begun under grant auspices.

Debra E. Bernhardt (Chair/Commentator)
Wagner Labor Archives, New York University

Steven D. Corrsin
Princeton University

George L. Vogt
National Historical Publications and Records Commission

8.
Archivists as Advocates. Lewellyn Room.

If archivists do not exercise leadership in trying to influence public policy and legislation and in eliciting broad public support

for historical records programs, surely no one else will. The participants will analyze current advocacy efforts for historical records programs, their successes, and their continuing need for support.

Larry Hackman (Chair/Commentator)
New York State Archives

Ann Van Camp
Chase Manhattan Bank

Page Putnam Miller
National Coordinating Committee for the Promotion of History

9.
The Manuscript Marketplace: Auction Houses and Dealers. Drumthwacket Room.

Some repositories rely heavily on the sellers of manuscripts—primarily dealers and auction houses—for many of their acquisitions. Even archives with limited funds for purchases occasionally need to work with sellers to acquire special items, and sometimes to deaccession them. The ways in which auction houses and dealers work will be explained, along with points that archivists, librarians and curators should keep in mind when buying or selling manuscripts.

Ellen Dunlap (Moderator)
Director, Rosenbach Library and Museum

Mary-Jo Kline
Assistant Vice-President, Department of Books and Manuscripts, Sotheby's

Catherine Barnes
Autograph Dealer, Philadelphia

10.
Certification—Another Round. Nassau Room.

This discussion will include a presentation by a member of the working group which drafted the current certification proposal;

comments by a former SAA Council member who has been working with this issue for some time; and a reaction from a working archivist who has not been involved in the current deliberations.

Richard Strassberg (Commentator)
Cornell University

Maygene Daniels
National Gallery of Art

Edmund Berkeley
University of Virginia

3:15–4:15 pm **State Caucus Meetings.**

Delaware—Palmer Square A
District of Columbia—Lewellyn
Maryland—Brunswick A
New Jersey—Brunswick B
New York—Nassau
Pennsylvania—Palmer Square B
Virginia—Drumthwacket A
West Virginia—Drumthwacket B

5:30–7:30 pm **Reception at Morven.** Buses will leave from in front of the hotel beginning at 5:00 pm.

9:00–11:30 pm **Hospitality Suite.** Room to be announced.

Saturday, May 17

7:30–10:00 am **Registration.** Hotel Lobby.

8:00–9:30 am **Breakfast Business Meeting.** Ballroom.

9:45–11:15 am **Concurrent Sessions.**

11.
How Did I Get Into This? Palmer Square Room.

A significant number of archivists were already working in their institutions in another capacity when they were asked, or volunteered, to take care of the organiza-

tion's records. Taking on such a role, dealing with the archival community and professional associations and other areas of interaction will be discussed by three such individuals.

Thomas Wilsted (Moderator)
The Salvation Army Archives and Research Center

Elizabeth H. Moger
New York Yearly Meeting, Religious Society of Friends

Miriam Frank
Wagner Labor Archives, New York University

Barbara Kohn
Manufacturers Hanover Trust

12.
Findings on Finding Aids. Brunswick Room.

This open discussion will feature members of the MARAC Finding Aids Awards Committee, who will review the recent conclusions of the committee's deliberations. The committee has agreed on a number of specific good and bad features of finding aids based on those submitted to it, and will discuss these points with the audience.

Arthur Breton (Chair)
Archives of American Art

Michael Plunkett
University of Virginia

Maygene Daniels
National Gallery of Art

13.
The Future is Now: An Update on Two Statewide Records Assessment Projects. Lewellyn Room.

Twenty-seven states have completed historical records needs assessment studies and others are underway. The participants will discuss the scope of their work and

review the accomplishments of their statewide projects.

Frank Burke (Chair/Commentator)
Acting Archivist of the United States

"New York's Assessment Report: An Archival Action Document"
Bruce Dearstyne
New York State Archives

"State Assessment in Pennsylvania: Mixed Results and Challenges"
Leon J. Stout
Pennsylvania State University

14.
New Horizons in Archival Research. Drumthwacket Room.

Factors such as SAA's Goals and Priorities Task Force and the Bentley Fellowships at the University of Michigan have heightened awareness of the importance of research in archival theory. Participants in this session will speak on divergent topics. Frederic M. Miller will discuss his study of the uses of archives in social history. Joan Nelson Warnow will speak about documentation strategies as they relate to archival settings.

Paul Chestnut (Chair/Commentator)
Manuscript Division, The Library of Congress

Frederic M. Miller
Urban Archives Center, Temple University

Joan Nelson Warnow
Center for the History of Physics, American Institute of Physics

15.
Reaching in to Reach Out: Audience Development of our Internal Publics. Nassau Room.

A common concern of all institutional archivists is how to keep one's internal pub-

lic aware of, and actively involved with, the archives. Three business archivists will discuss various outreach techniques they have developed.

Annamarie Sandecki (Chair/ Commentator)
N W Ayer Inc.

Sally Brazil
Chase Manhattan Bank

Joan Gosnell
JCPenney Company

11:15–11:30 am **Break.**

11:30 am–1:00 pm **Concurrent Sessions.**

16.
The View from the Room at the Top. Palmer Square Room.

The ways in which archivists are perceived by high-level administrators in their institutions directly affect the resources allocated to the archives. Do these executives know what is in the archives? Where does the archivist fit into the internal structure? How should archivists' grades and salaries be evaluated? These are some of the issues to be discussed by a panel of top-level administrators.

Deborah Gardner (Moderator)
New York Stock Exchange

William A. Markell
President, YMCA of Greater New York

Ralph McCoy
Acting University Librarian, Rutgers University

F. Bradley Lynch
Vice-President for Corporate Communications, N W Ayer Inc.

17.
Computer Databases, Present and Future: RLIN and OCLC. Brunswick Room.

This session will discuss the development of national archival databases in two specific repositories: RLIN at Rutgers University and OCLC at the United States Military Academy. The participants will describe their use of the databases and the problems in starting to use these new technologies. In addition, they will discuss their future plans and indicate new trends or developments in the database utilities.

Elaine Engst (Chair/Commentator)
Cornell University

Albert King
Rutgers University

Robert Schnare
United States Military Academy

18.
The Graduates Confront the Real World. Lewellyn Room.

Are archival educators meeting the needs of those they teach? How relevant is classroom training to on-the-job reality? How can internships and practicums be improved? Three recent graduates of the programs at New York University, Columbia University and the University of Maryland will address these questions based on their experiences. This is a companion to Session 2.

Lynda De Loach (Chair/Commentator)
Bowery Savings Bank

Charles Kronick
New York Public Library

Rebecca Ebert
Handley Library, Winchester, Virginia

19.
Sumus quod sumus: A Look at Some Diverse Responsibilities of Archivists. Drumthwacket Room.

The headquarters of many different businesses and organizations are to be found in

the New York area. Such a concentration of organizations has led to a diversity of roles for archivists. Some of the issues they face are quite different from those of their colleagues, often involving programs outside the realm of the archives. Three such archivists will discuss their special responsibilities.

Bara Levin
Chemical Bank

Lucinda Manning
Wagner Labor Archives, New York University

Barbara Haws
The New York Philharmonic

20.
The University Archives—Its Place in the Hierarchy. Nassau Room.

While many university and college archives are part of the university library system, others can be found within the office of the university's president or secretary, or elsewhere in the administration. The placement of the archives in the organizational scheme may have a pronounced effect on its operations and the way it is perceived both within and outside the institution.

Peter J. Wosh (Moderator)
American Bible Society

Tom Frusciano
New York University

Julia Morgan
Johns Hopkins University

2:30–4:30 pm **Walking Tour of Historic Princeton.** See description on page 2.

Program Committee

Shawn Aubitz, National Archives and Records Administration, Philadelphia

Mary B. Bowling, Edison National Historic Site (Chairperson)

Mary Hedge, YMCA of Greater New York

Jean Hrichus, American Institute of Physics

Maxine Lurie, Rutgers University Libraries

Jean Preston, Princeton University Library

Paula Williams, United Negro College Fund, Inc.

Tom Wilsted, Salvation Army Archives and Research Center

Peter J. Wosh, American Bible Society

Local Arrangements Committee

John Delaney, Princeton University Library

Elsalyn P. Drucker, Ann May School of Nursing Library

Karl J. Niederer, Division of Archives and Records Management, New Jersey Department of State (Cochairperson)

Frederic C. Pachman, Monmouth Medical Center Library

Gary Saretzky, Educational Testing Service

Paul A. Stellhorn, New Jersey Committee for the Humanities

Robert F. VanBenthuysen, Monmouth College Library

Richard Waldron, New Jersey Historical Commission, New Jersey Department of State (Cochairperson)

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New Jersey Department of Transportation,
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The New Jersey Historical Society

Princeton University